

California Integrated Waste Management Board

Board Meeting

February 15-16, 2005

AGENDA ITEM 21

ITEM

Consideration Of Scope Of Work And Interagency Agreement With The Department Of General Services (DGS) For The Development And Integration Of The State Contract And Procurement Registration System (SCPRS) And An Electronic State Agency Buy Recycled Campaign (SABRC) Reporting System

I. ISSUE/PROBLEM STATEMENT

This item requests the California Integrated Waste Management Board (CIWMB) to consider and approve the Scope of Work (SOW) (Attachment 1) and enter into an Interagency Agreement (IAA) with the Department of General Services (DGS) as the Contractor for the development and integration of the State Contract and Procurement Registration System (SCPRS) with the CIWMB's State Agency Buy Recycled Campaign (SABRC) reporting system. The purpose of this IAA is to minimize the amount of effort and time spent by the CIWMB and State agencies and facilities responsible for reporting the total revenues spent on "Buy Recycled". CIWMB staff, from both the State Organization Facility Assistance Section (SOFA) and Information Management Branch (IMB), has worked with DGS program and IMB staff to develop the SOW for the development and testing of the internet based reporting system. Full implementation of this system will not only increase the overall credibility of the reported information required, but also make it available in "real-time".

II. ITEM HISTORY

SABRC is a joint effort between DGS and the CIWMB to implement State law. Public Contract Code (PCC) sections 12200–12320 require State agencies, large State facilities, and the Legislature to purchase recycled-content products (RCP) instead of non-RCPs. State agencies, facilities, and the Legislature are mandated to ensure that at least 50 percent of the dollars they spend on products within eleven (11) product categories and 25 percent of the dollars in a twelfth category are spent on RCPs. These entities report their purchases annually to the CIWMB, which is collecting the data on behalf of DGS. State law also requires product suppliers to certify the recycled content of all products offered or sold to the State.

The SABRC was established by AB 4 (Eastin, Chapter 1094, Statutes of 1989) and AB 11 (Eastin, Chapter 960, Statutes of 1993). The Public Contract Code, commencing with section 12150, requires State agencies to buy RCPs. This complements the efforts of the Integrated Waste Management Act (IWMA) to reduce the amount of waste going to California's landfills. The intent of the SABRC is to develop markets for products made from materials that State and local government programs divert from landfills in complying with the IWMA.

State agencies and large State facilities have a major impact on RCP purchasing. The State estimates that it spends more than six (6) billion dollars on goods and services each year.

With the recent reallocation of programs and resources within the CIWMB's structure, a new and more efficient reporting program needed to be identified and implemented.

CIWMB staff, in researching for a streamlined program, identified the SCPRS program operated by DGS. Through the modifications identified in the attached Scope of Work, significant program efficiencies will be made in every aspect of the program.

III. OPTIONS FOR THE BOARD

For the SOW, the Board may consider the following options:

1. Approve the proposed SOW, and adopt Resolution Number 2005-45, or
2. Approve the proposed SOW with specific changes, and adopt Resolution Number 2005-45 or
3. Take no action on the SOW at this time.

For the IAA, the Board may consider the following options:

- A. Approve the IAA with DGS for the development and integration of the SCPRS system with the CIWMB's SABRC reporting system, and adopt Resolution Number 2005-46 or
- B. Approve the IAA with DGS with specific changes for the development and integration of the SCPRS system with the SABRC reporting system and adopt Resolution Number 2005-46, or
- C. Disapprove the proposed IAA.

IV. STAFF RECOMMENDATION

Staff recommends that the Board approve Options 1 and A, approving the proposed SOW and the IAA with DGS for the development and integration of the SCPRS system with the CIWMB's SABRC reporting system, and adopt Resolution Numbers 2005-45 and 2005-46, respectively.

V. ANALYSIS

A. Key Issues and Findings

The amount of effort and time spent by the CIWMB, DGS, and State agencies and facilities responsible for reporting the total revenues spent on "Buy Recycled" is very cumbersome and labor intensive. To help streamline the process of reporting, the CIWMB staff has worked with DGS staff to develop an SOW for the development and testing of an internet-based reporting system. This system will allow for continuous submittal and tracking of all purchases, both RCP and non-RCP. Full implementation of this system is not only expected to increase the overall credibility of the reported information required, but also make it available in "real-time". Additionally, by using an electronic tracking and reporting system the CIWMB will be able to capture and understand who the State of California is buying from. This will allow staff the opportunity to easily research and reach out to the business community to further understand who is providing SABRC-compliant RCP products to the State, and which of the 12 categories these products are meeting. The system will also allow us the ability to identify who is selling the State of California reportable products that are not meeting the SABRC standards and contact them to determine what the barriers are in achieving the mandates. With the continued reduction in total resources available to the State, the efficiencies developed by this system will significantly help.

B. Environmental Issues

Based on available information, staff is not aware of any environmental issues related to this item.

C. Program/Long Term Impacts

The SABRC Program serves to further the Board's mission in promoting market development, resource conservation, waste management, and recycling. The implementation of this IAA will result in long-term effective and efficient reporting to help demonstrate how State government promotes the environmental and economic benefits of buying recycled. Additionally, the information collected by way of this IAA will identify in real-time who the State of California is purchasing from and who is selling the State of California RCPs. By identifying suppliers, the CIWMB will be able to work jointly with DGS to enter into agreements to help drive down the cost of RCPs and, in the future, work to identify and promote Environmentally Preferable Products (EPPs), all of which will assist state and local government agencies in meeting their procurement mandates.

D. Stakeholder Impacts

Based on available information, staff is not aware of any stakeholder impacts related to this item.

E. Fiscal Impacts

In fiscal year 1999-2000, \$100,000 was continuously allocated as part of Finance Letter #3 for activities to increase the overall effectiveness and efficiency of the State Recycling and Buy Recycled Campaigns. The IAA being requested in this item will be funded out of the Integrated Waste Management Account (IWMA).

F. Legal Issues

Based on available information, staff is not aware of any legal issues related to this item.

G. Environmental Justice

The Contractor and any subcontractors will be required to perform this IAA in a manner consistent with the principles of Environmental Justice as defined in Government Code Section 65040.12.

H. 2001 Strategic Plan

This contract supports the Board's Strategic Plan as follows:

Goal 1: Increase participation in resource conservation, integrated waste management, product stewardship waste prevention to reduce waste and create a sustainable infrastructure:

- **Objective 1:** Promote environmentally sound and financially viable waste prevention and materials management practices among all actors in the life cycle of products and services.

Goal 2: Assist in the creation and expansion of sustainable markets to support diversion efforts and ensure that diverted materials return to the economic mainstream.

- **Objective 2:** Encourage the use of materials diverted from California landfills and the use of environmentally preferable practices, products, and technologies.

Goal 7: Promote a "zero-waste California" where the public, industry, and government strive to reduce, reuse, or recycle all municipal solid waste materials back into nature or the marketplace in a manner that protects human health and the environment and honors the principles of California's Integrated Waste Management Act.

VI. FUNDING INFORMATION

1. Fund Source	2. Amount Available	3. Amount to Fund Item	4. Amount Remaining	5. Line Item
IWMA	\$100,000	\$100,000	\$0	C&P

VII. ATTACHMENTS

1. Scope of Work
2. Resolution Number 2005-45 (SOW)
3. Resolution Number 2005-46 (Agreement)

VIII. STAFF RESPONSIBLE FOR ITEM PREPARATION

- A. Program Staff:** Trevor O'Shaughnessy **Phone:** (916) 341-6203
B. Legal Staff: Deborah Borzelleri **Phone:** (916) 341-6056
Holly Armstrong **Phone:** (916) 341-6060
C. Administration Staff: Cecilia Frederick **Phone:** (916) 341-6095

IX. WRITTEN SUPPORT AND/OR OPPOSITION

A. Support

Staff had not received any written support at the time this item was submitted for publication.

B. Opposition

Staff had not received any written opposition at the time this item was submitted for publication.

Statement of Work
Enhancements to
State Contracts Procurement Registration System (SCPRS)

California Integrated Waste Management Board
And
Department of General Services

December 22, 2004

1. Overview

The State Agency Buy Recycled Campaign (SABRC) is a joint effort between the California Integrated Waste Management Board (CIWMB) and the Department of General Services (DGS) to implement State law requiring State agencies and the Legislature to purchase products with recycled content. It complements the efforts of the Integrated Waste Management Act (AB 939, Sher, Chapter 1095, Statutes of 1989), which was enacted to reduce the amount of waste going to California's landfills. State agencies are under the State mandate to use the DGS web application 'State Contracts Procurement Registration System (SCPRS)' to report on all contracts with \$5,000 or more in value. However the system can and is used to report contracts with a value less than \$5,000. CIWMB and DGS have mutually agreed to modify SCPRS to also track information on SABRC.

2. Background

The SCPRS application is designed to facilitate the collection of contract information of all state agencies. The SCPRS application provides all state agencies, departments, and boards a place to register and track all of their procurements and contracts above \$5,000 in value as required by Management Memo 03-09. Customers may also utilize SCPRS to track contracts and purchases below \$5,000.

The SCPRS application has the following features:

- Secure Interface (<https://www.scprs.dgs.ca.gov/default.asp>)
- User account set up and maintenance.
- A web based interface for user entry of the contracts and procurement activities and retrieval of data.
- A web-based interface for searching contracts/amendments to view details.
- Interface for amending contracts previously entered.
- Interface for administrators to edit contracts/amendments previously entered for typos or wrong data entry upon user's request.
- Interface for administrators to delete contracts/amendments previously entered for wrong data entry or duplicate entry upon user's request.
- Admin Interface to administer the site.
- Email notification to users at completion of data entry.
- A help section that supports users to easily learn and interact with the data.
- Application built using
 - ASP
 - SQL 2000 Server
 - VB Script
 - Java Script
 - SMTP email service
- The system does not currently interact with any existing systems in DGS or other state systems.

3. Business Objectives

- Upgrade SCPRS to support fiscal year breakdowns of contracts and sub contractors while maintaining a simple and user-friendly interface.
- Capture SABRC information from end user at the time a user is entering contracts in SCPRS.
- Allow CIWMB to store and maintain SABRC data and keep it in synch with SCPRS data.
- Create a simple technical interface between SCPRS and CIWMB that appears (relatively) seamless to the end user.

4. Scope

The scope of work required involves modifications to the existing SCPRS system to accommodate collection of some SABRC- required data.

First, several general changes are required to SCPRS to fully support the CIWMB's SABRC requirements. SCPRS will have to be modified to allow the users to report multi-year contracts by fiscal year, as the SABRC records are tracked by the fiscal year. Second, DGS and CIWMB both will benefit from having the subcontractor contact information on hand. SCPRS will need to be modified to allow the users to input information in SCPRS about subcontractors and certification details. This will primarily be used in the case where a DVBE is selected. *Lastly, another toggle would need to be added to SCPRS for non profit veteran service agency (NPVSA) to comply with or the requirements of Assembly Bill 323. (Need to agree that this is CIWMB related—awaiting conversation with PD & CIWMB)*

Other specific changes are required in SCPRS to accommodate collection of CIWMB's SABRC data. At present, SCPRS collects data on the contractor name and the FEIN Number, in addition to information about the contract. CIWMB needs additional information on the contractor (e.g., address information) so that they can promote doing business with them for meeting or exceeding the SABRC requirements. These additional fields will be collected regardless of whether the contract was SABRC reportable or not.

When creating a new contract or amendment, a "SABRC reportable" toggle will be added to the screen (similar to the other toggles for small business or disabled veteran). Upon submission of contract, the user will see the contract confirmation screen and receive an email as exists today. But if the "SABRC reportable" toggle was selected "Yes", the confirmation screen will contain a button and a statement such as "Click here to proceed with the SABRC reporting". This form button will forward data entered by the user and redirect the user to the SABRC reporting form housed on the CIWMB servers, where they can enter data on monies spent in the 12 product categories, such as antifreeze, compost, glass, etc. Any information submitted by the user related to SABRC (other than SABRC reportable "Yes" or "No") will be stored on CIWMB side. Upon completion of this SABRC entry the user will be redirected back to the DGS server where they can choose to enter another contract or browse through the SCPRS website. An interface for CIWMB staff to

view or change SABRC data pertinent to a particular contract once it is submitted will be handled by CIWMB.

The following list summarizes the modifications anticipated to SCPRS as a result of this SOW:

- Manage Contracts by Fiscal Year
 - New contracts broken down by fiscal year starting with Fiscal Year 2005/2006
 - Existing contracts left as is (i.e. no data conversion done).
- Capture & maintain additional Contractor Data in SCPRS for contracts and amendments:
 - Contractor Address (as a required field)
 - Contractor City (as a required field)
 - Contractor State(as a required field)
 - Contractor Zip Code (as a required field)
 - Contractor Email address (as an optional field)
- Capture & maintain Sub contractor Data in SCPRS for contracts and amendments:
 - All current data in SCPRS captured for contractors, as well as additional information requested in this SOW:
 - Subcontractor Address (as a required field)
 - Subcontractor City (as a required field)
 - Subcontractor State(as a required field)
 - Subcontractor Zip Code (as a required field)
 - Subcontractor Email address (as an optional field)
- Capture and maintain a “Nonprofit Veteran Service Agency” (NPVSA) attribute on a contract (similar to the small business, disabled veteran and micro business toggles currently in SCPRS).
- Capture and maintain a “SABRC Reportable” attribute on a contract (similar to the small business, disabled veteran and micro business toggles currently in SCPRS).
- Interface to CIWMB maintained page(s) to collect data for “SABRC reportable” contracts including passing of data and user’s SCPRS session info (return URL).
- Upon completion of data entry on CIWMB site, SCPRS should receive the user’s session back from CIWMB to allow them to enter another contract, or otherwise continue to use the SCPRS site, if desired.
- Support SABRC data capture during “Add Contract” or “Add Amendment” functions by passing required data to CIWMB in the link:
 - Contract ID, Contract/Amendment Registration Number, Purchase Order, Date entered, Contractor contact information, Sub Contractor information, Contract Description & Total purchase amount will be passed in the URL to the CIWMB.
- Administrative changes or deletes to Contracts or Amendments in SCPRS will be detected by SCPRS and relevant information fed to

CIWMB using email in a specified format. CIWMB would require manual input of the changes to their system.

Changes to CIWMB will be done by the programming staff in that department, and are outside of the scope of this SOW, but are listed here to provide context. CIWMB site will be created to:

- Manage interface between SCPRS and CIWMB under a secure site.
- Receive data passed in URL from SCPRS on a contract or amendment creation.
- Collect data on portion of contract spent in each of 12 recycled content categories.
- Collect data in a similar screen design as SCPRS to promote a seamless appearance to the end-user.
- Return user to SCPRS screen upon completion of SABRC data entry.
- Maintain data in synch with SCPRS contract information.
- Manage manual update and delete of SABRC information on contracts.
- Run required reports on SABRC data.

5. Assumptions

- SCPRS and the CIWMB data are loosely linked. That is, for those contracts where “SABRC Reportable” is “Yes,” the system will not require (but will encourage) entry of SABRC data in order to complete the Contract. For example, if the end user does not choose to complete SABRC data entry, their contract will still have been saved to the SCPRS database and they will receive their email confirmation.
- CIWMB’s SABRC site availability will not impact SCPRS data entry. That is, if the site is down at CIWMB, the user will still be able to complete their SCPRS contract entry, and provisions must be made to capture SABRC data at another time.
- Calls to SCPRS help desk that are SABRC related will be forwarded to CIWMB SABRC help desk.

6. Contractor Tasks

The Contractor shall perform the following tasks during this engagement:

- Define detailed requirements for modifications to SCPRS, working with PD, OTR & CIWMB, including:
 - Screen Changes.
 - Interface requirements to CIWMB.
- Obtain written approval of requirements documentation from appropriate management within DGS & CIWMB.
- Develop and document a detailed design of the required changes, including:
 - SCPRS Database changes required to support requirements.

- Detailed technical interface specifications for each interface to CIWMB (e.g., Add Contract, Add Amendment, Change Contract, Delete Contract).
- Obtain written approval of design documentation from appropriate management within DGS & CIWMB.
- Code and unit test changes to SCPRS according to approved design.
- Perform integration testing with CIWMB to ensure the interface works as designed.
 - Document test plan.
 - Execute tests.
 - Record defects.
 - Resolve all high priority defects.
- Support DGS User Acceptance testing of the changes by fixing valid defects raised during this test.
- Manage scope and process changes through a formal change request process.
- Modify existing SCPRS documentation as appropriate to account for application changes introduced by this SOW.
- Provide written bi-weekly status reports to management in PD, OTR and CIWMB on progress.

7. Contractor Deliverables

The Contractor will be responsible for delivering the following items to the State during this engagement:

- Requirements Specification, to include at a minimum:
 - Screen prototypes for all changes.
 - Data migration requirements (if applicable).
 - Updates to existing SCPRS documentation.
 - Data transfer specification to the CIWMB web interfaces.
- Detailed Design documentation, to include:
 - Data model changes.
 - Interface requirements specified between SCPRS & CIWMB for each interface.
- Unit Tested Product, including:
 - Updated Code (asp pages, VB or Java script changes, etc.).
 - Updated Database Schema.
 - Migrated data (if applicable).
- Written Integration Test Plan & executed scripts.
- Migration Plan for production deployment, which clearly outlines files changed and step by step process to implement changes in production.

- Bi-Weekly status report of development work. The report will include a synopsis of work performed, problems and issues resolved, and open issues needing attention and, where possible, a recommendation for resolution.

8. State Responsibilities

The successful completion of the SABRC reporting requirements requires the cooperation of several groups within the state.

DGS-OTR

- Review & approve requirements and design deliverables.
- System Test application changes.
- Provide on-site facilities for contractor to perform work:
 - Hardware
 - Software
 - SCPRS development/test environment
- Provide access to existing SCPRS documentation.
- Provide technical expertise on SCPRS application.
- Support SCPRS post-production.

DGS-PD

- Provide business expertise on SCPRS throughout the contract.
- Provide input to requirements.
- Review & approve requirements.
- User Acceptance Testing.
- Update online documentation where needed, such as User Guide or Quick Reference Guide.
- Update Training materials.

CALEPA-CIWMB

- Provide business expertise on SABRC requirements.
- Review & approve requirements and design deliverables.
- Integration Test planning and execution support.
- User Acceptance testing.
- Support CIWMB post-production.

9. Payment Schedule

The total amount of this SOW for the SCPRS application changes should not exceed \$100,000. The Contractor shall invoice *DGS* monthly in arrears detailing the actual hours and dollars expended for each deliverable specified in the work plan and schedule. All costs associated with travel, telephone usage, parking, printing, training materials, etc. are the responsibility of the Contractor.

10. Budget Detail and Payment Provisions

Invoicing and Payment:

For services satisfactorily rendered, and upon receipt and approval of monthly invoices, DGS/EI agrees to pay the Contractor in arrears for said services in accordance with Government Code Section 927 seq. The State will not accept an invoice for which work has not been approved and will return the invoice as a disputed invoice to the Contractor.

Small business contractors must identify their certified small business status on the invoice.

Invoices shall provide supporting documentation that properly details all charges, expenses, direct and indirect costs including staff timesheets. All invoices submitted by the Contractor to DGS/EI must identify the Purchase Order Number provided by DGS. Any invoices submitted without the referenced information may be returned to the Contractor for further re-processing. Send invoices to:

Payment Unit
Department of General Services
Office of the Chief Information Officer/PPAS
707 3rd Street, 3rd Floor
West Sacramento, CA 95605

Budget Contingency Clause:

It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program; this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either: cancel this Agreement with no liability occurring to the State, or offer an Agreement Amendment to Contractor to reflect the reduced amount.

Prompt Payment Clause:

Payment will be made in accordance with and within the time specified in Government Code, Chapter 4.5 (commencing with Section 927).

11. Contract Start Date

The DGS expects to select a vendor and initiate the contract in March 2005, and conclude the contract on or about June 2005.

This contract may be amended to add additional hours and/or time at the same rate identified in the contractor's response.

This contract maybe terminated with a 30-day prior notice.

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

Resolution 2005-45

Consideration Of Adoption Of The Scope Of Work For The Development And Integration Of The State Contract And Procurement Registration System (SCPRS) And An Electronic State Agency Buy Recycled Campaign (SABRC) Reporting System

WHEREAS, AB 4 (Eastin, Chapter 1094, Statutes of 1989) and AB 11 (Eastin, Chapter 960, Statutes of 1993) established the State Agency Buy Recycled Campaign (SABRC) and assigns responsibility to both the Department of General Services and the California Integrated Waste Management Board (Board); and

WHEREAS, The Public Contract Code, commencing with section 12150, requires State agencies to buy Recycled Content Products, and

WHEREAS, The Scope of Work complements the efforts of the Integrated Waste Management Act (IWMA) to reduce the amount of waste going to California's landfills while meeting the intent of the SABRC to develop markets for products made from materials that State and local government programs divert from landfills in complying with the IWMA, and

WHEREAS, the Department of General Services and Board staff jointly developed a Scope of Work for the development and testing of the internet based reporting system through the State Contract and Procurement Registration System (SCPRS) to collect and meet the requirements of the (SABRC).

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the Scope of Work for the Development and Integration of the State Contract and Procurement Registration System and an Electronic State Agency Buy Recycled Campaign reporting system for the amount of one hundred thousand dollars (\$100,000).

CERTIFICATION

The undersigned Executive Director, or his designee, of the California Integrated Waste Management Board does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the California Integrated Waste Management Board held on February 15-16, 2005.

Dated:

Mark Leary
Executive Director

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

Resolution 2005-46

Consideration Of Award Of Interagency Agreement (IAA) With The Department Of General Services (DGS) For The Development And Integration Of The State Contract And Procurement Registration System (SCPRS) And An Electronic State Agency Buy Recycled Campaign (SABRC) Reporting System In The Amount Of One-Hundred Thousand Dollars (\$100,000)

WHEREAS, AB 4 (Eastin, Chapter 1094, Statutes of 1989) and AB 11 (Eastin, Chapter 960, Statutes of 1993) established the State Agency Buy recycled Campaign (SABRC) and assigns responsibility to both the Department of General Services and the California Integrated Waste Management Board (Board); and

WHEREAS, the Public Contract Code, commencing with section 12150, requires State agencies to buy Recycled Content Products, and

WHEREAS, the Scope of Work complements the efforts of the Integrated Waste Management Act (IWMA) to reduce the amount of waste going to California's landfills while meeting the intent of the SABRC to develop markets for products made from materials that State and local government programs divert from landfills in complying with the IWMA, and

WHEREAS, the Board approved the Scope of Work for the development and testing of the internet-based reporting system through the State Contract and Procurement Registration System (SCPRS) to collect and meet the requirements of the State Agency Buy Recycled Campaign (SABRC).

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the Department of General Services as the Contractor for the Interagency Agreement (IAA) for the Development and Integration of the State Contract and Procurement Registration System (SCPRS) and an Electronic State Agency Buy Recycled Campaign reporting system, in the amount of one hundred thousand dollars (\$100,000).

CERTIFICATION

The undersigned Executive Director, or his designee, of the California Integrated Waste Management Board does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the California Integrated Waste Management Board held on February 15-16, 2005

Dated:

Mark Leary
Executive Director